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AMPX431 - Oversee meat processing establishment's Halal compliance

Training and assessment support materials

Australian Meat Processing Training Package

Certificate III in Meat Processing



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Disclaimer

This training material has been prepared with the assistance of industry sources and by reference to current legislation. However MINTRAC accepts no responsibility for any consequence of oversight, misinterpretation or error in the material.

The material does not purport to be a substitute for your own legal obligations and MINTRAC recommends that it be used only as a guide to training.

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Currency of training can be achieved by using proper enterprise work instructions and standard operating procedures combined with appropriate reference to current local, state and federal legislation.

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Note to users

These training and assessment support materials must be read in conjunction with the *Australian Meat Processing Training Package*, as described on [www.training.gov.au](http://www.training.gov.au).

In particular, trainers and assessors must address the requirements described in:

* the complete training package, as presented on [www.training.gov.au](http://www.training.gov.au)
* the complete Unit of Competency, as presented on [www.training.gov.au](http://www.training.gov.au).

Companion Volume

A Companion Volume has been developed to assist trainers with the delivery and assessment of training in the meat processing industry. The Companion Volume is available as a pdf document from MINTRAC.

Please help to keep these materials current

MINTRAC intends to regularly update these materials to ensure that they continue to reflect current practices and regulatory requirements in the industry.

Please assist in this process by taking the time to notify MINTRAC of any errors, changed requirements, incorrect information, additional materials, or any other ways in which these materials might be improved, by emailing mintrac@mintrac.com.au.

Using these support materials

What are the materials for?

The materials are for the *Australian Meat Processing Training Package.*

How can they be used?

The support materials can be used by **trainers** to:

* plan and deliver training
* give additional information to trainees
* keep a record of the training they have delivered.

The support materials can be used by **assessors** to:

* plan assessment – after training and for recognition of current competence/prior learning
* show trainees the areas they need to work on to be competent
* keep a record of the evidence used in assessment.

Some parts of these training materials can be used by **trainees**:

* as a resource during training
* to review knowledge, understanding and learning
* to prepare for assessment.

How are the materials organised?

Each booklet covers one unit of competence from the Training Package. The **unit title** identifies which unit the materials support.

The **Training Support materials** provide an overview of the subject/process and the underpinning knowledge applicable to the Unit. **Topic headings** are used to break the training material into sections.

The **questions** and **answers** cover the required knowledge that trainees need to know for the particular unit. Trainers need to understand this information before the training starts. Assessors also need to understand this material before they assess anyone for this unit.

Green boxes with **suggested activities** include on and off-the-floor activities that trainers can use to help the trainees understand the information.

Trainers can also develop their own ideas for training, to suit the trainees.

The **Training record sheet** is for trainers to keep a record of the training activities they have completed.

The **Assessment** section provides general information on how to approach and prepare for Assessment. It is important that this section should be read in conjunction with the advice provided in the Companion Volume.

The **Evidence Guide** maps the Elements and Performance Criteria to the sample Assessment Materials provided for this unit. It is important to note that assessors may need to modify the Evidence Guide after they have customised the materials to suit each individual assessment situation.

The **Assessment Materials** are sample materials which can be customised and used to assess the requirements of this Unit of Competency. Assessors can also develop their own Assessment Materials to suit the trainees.

The **Bibliography** lists the books and other sources of information that were used to write the training materials.

Additional resources

Please refer to the Companion Volume for generic resources and references in relation to Training and Assessment.

A range of industry-produced materials plus resources developed by other organisations may be available to support this Unit. For an updated list of available resources, please refer to the **Unit-By-Unit listing of resources** on the MINTRAC website at [www.mintrac.com.au](http://www.mintrac.com.au)

Customising the MINTRAC Training and Assessment materials

The entire document of Training and Assessment materials for a Unit of Competency is a **trainer resource** and should **never** be reproduced and handed to trainees without customisation.

Below are some important guidelines to assist with customisation.

Adding company-specific information

Every meat processing company is different. The training and assessment should match the operations of the company and the requirements of the units of competence. The material in this booklet must be customised to the company's and trainee's needs by including the:

|  |  |
| --- | --- |
| WI | Company **work instructions** for the tasks in the material. |
|  |
| SOPs | Company **standard operating procedures** for the tasks in the material. |
|  |
| E | Company **equipment** used for the tasks in the material. |

|  |  |
| --- | --- |
| D | Any company **documents** or forms used for the tasks in the material. This includes safety signs, Material Safety Data Sheets (MSDSs), quality assurance checklists and company memos. |
|  |

Incorporating changes to legislation and regulations

These training materials must be updated for any changes in relevant legislation, regulations, guidelines and codes of practice – for example, the AS 4696:2007 *Australian Standard for the hygienic production and transportation of meat and meat products for human consumption*.

1. Training support materials

The information contained in the training materials is essentially a resource for *trainers.* Usually, the material is **not suitable** for reproduction and handing out to trainees without modification.

However, segments can be used with trainees, in the following ways.

* Develop short handouts or information sheets.
* Insert your own company photos.
* Insert information from your own company SOPs or Work Instructions.
* Create PowerPoint presentations using the headings, adding photographs and then use the general text to speak to the PPT presentation.
* Create one-page revision sheets with essential information.
* Add your company letterhead to the materials.
* Remove non-essential information not relevant to your company (but take care to ensure that the unit requirements are still met – check the *Unit of Competency*).
* Add in useful materials you have accessed from other sources.
* Modify the text and make it electronically available to students to use as reference material.
* Adjust the language and style of the text to suit your trainees' reading skills.
* Develop a short photographic or video sequence demonstrating the process/product/skill as used in your company.
* Use the materials only as a quick reference for yourself, to ensure that you have provided accurate, complete information during training sessions and on-the-job instruction.
* Update any legislation or regulations which may have changed.
* Add materials which may be needed to support language, literature and numeracy skills of trainees.
* Translate segments of the materials into the trainee's first language.

2. Suggested activities

* Create a 'task sheet' modifying the activity to suit your own company workplace.
* Add further instructions and guidelines to suit your student group.
* Modify the activity to be suitable for pairs or groups.
* Modify the activity to be completed electronically.
* Develop new activities and add to your bank of training resources.
* Add information/exercises relevant to your own Work Instructions or SOPs.
* Develop problem-solving exercises or challenges for your trainees to address using given resources.
* Add activities which help develop the language, literacy and numeracy skills of trainees, as required.
* Use a language, literacy and numeracy specialist to team teach.

3. Sample assessment tools

For the most part, three sample assessment tools are provided. If used, these will meet the requirements for three different forms of assessment. However, it is **essential that they are modified before use.**

**Remember that whenever an assessment task is modified, it must be re-mapped in the Evidence Guide.**

Modifications might include the following.

Workplace referee's report

* Remove or add questions to suit your own company SOPs and Work Instructions.
* Add your own company photographs and letterhead.
* Modify the format so that there is plenty of room for the Referee to write comments.
* Discuss the report with the referee and add comments of your own from the conversation.
* Video the trainee at work and then discuss their performance with the referee.

Explanation, question and answer of underpinning knowledge

* Remove or add questions to suit your own company SOPs and Work Instructions.
* Divide into several shorter tests.
* Add your own instructions so that trainees are clear on the assessment requirements, what is required to 'pass', and how feedback will be provided.
* Add your own company photographs and letterhead.
* Select test questions to use as a written test – with spaces provided for trainees to write their answers.
* Create sample questions sheets for trainees to test each other.
* Use the test as an oral test and record the answers electronically.
* Put the test on-line, so that students can enter their answers electronically, and then print off their completed test paper.
* Have the test translated into the trainee's first language.
* Allow the trainee to have access to reference materials to complete some parts of the test in 'open book' style.
* Change the test into more of an 'assignment' by allowing trainees a couple of days to seek answers to the questions by talking to work colleagues, supervisors, and reading reference materials.
* Explain *how* to complete the test to trainees from other cultures, for example explain what to do with multiple choice.

On-the-job assessment with assessor observation

**Important note**: Most of these sample assessment sheets have been written with the assumption that the assessor will have an opportunity to talk to the trainee during the assessment. In many situations, this will not be practical. If the assessor is not able to speak to the trainee during the assessment, the **assessment task must be modified**, and re-mapped to the Evidence Guide.

* Remove or add questions to suit your own company SOPs and Work Instructions.
* Video the trainee performing the task, and then at a separate time, meet with the trainee to discuss the trainee's performance and address the underpinning skills and knowledge requirements.
* If safe, ask the trainee to talk about the task as they are working; you can ask probing questions to address underpinning skills and knowledge areas.
* Make detailed notes of your observations as the trainee works, and then separately discuss your observations with the trainee, and ask questions to address underpinning skills and knowledge requirements.
* Address the underpinning skills and knowledge requirements by taking the trainee off-line but remain on the floor and discuss underpinning skills and knowledge areas with them as they observe other workers.
* Modify the assessment sheet to ensure that you have plenty of space to make notes about your observations.
* Observe the trainee several times to ensure consistency of performance; ensure you record the date, time and location of each observation.
* Use an interpreter to assist with translations during the assessment.
* Observe the trainee on more than one occasion to compensate for 'assessment nerves'.

Classroom activity

* Remove or add questions to suit your own company SOPs and Work Instructions.
* Add your own company photographs and letterhead.
* Adjust the activity to be an individual, paired or group exercise.
* Use photographic or video segments to add interest to the activity.
* Use a problem-solving approach – show an example of poor performance or product and ask the trainees to identify the issues and causes.
* Develop new activities more suited to your trainee group.
* Re-write the activity as an assignment task.
* Use an interpreter to assist with translations.
* Teach with a literacy/numeracy trainer.
* Rephrase instruction to compensate for different cultural understandings.

Create your own assessment tasks

Three is not the magic number. Your trainees might be better suited to four or five shorter assessment tasks. Look at the suggestions in the Companion Volume for additional assessment approaches which might be used for that unit. Then, write your own assessment tasks. Don't forget to re-map to the Evidence Guide.

Australian Core Skills Framework information

What is the Australian Core Skills Framework?

The Australian Core Skills Framework (ACSF) provides a detailed picture of real-life performance in five core skills:

* learning
* reading
* writing
* oral communication
* numeracy.

The ACSF describes performance in each of the core skills at five levels of performance.

It can be used in vocational training to identify:

* what level of skill a trainee has?
* what level of core skill is required to successfully perform a task in the workplace?
* what skills gaps exist between the trainee's skills and the required skills.

[Insert unit code and name]

|  |  |  |
| --- | --- | --- |
|  | **Level** | **Example** |
| **Learning** | 1 | * checks product against specification to get a match
* understands levels of contamination
* follows instructions
 |
| **Reading** |  | * reads and applies appropriate policies, specifications and work instructions with assistance
 |
| **Writing** |  | * signs work instructions
 |
| **Oral** |  | * communicates with trimmers and supervisors regarding defect problems and listens to and accepts feedback
 |
| **Numeracy** |  | * Identifies mathematical concepts, such as measurements in work instructions or specifications
* reports to trimmers on out of specification product, possibly involving numerical language
* understands levels of contamination
 |
| Level 1 assumes the trainee is working alongside an expert/mentor where prompting and advice can be provided. The tasks are highly familiar with a very limited number of steps (1 to 2 steps).Level 2 assumes the trainee may work with an expert/mentor where support is required if necessary. The tasks are familiar and in predictable contexts. Level 3 requires the trainee to work independently in a range of contexts including some that are unfamiliar. |

Skills checks for the meat processing qualifications

This is a CD, available from MINTRAC.

This CD provides customisable language, literacy, numeracy skills check for trainees enrolling in *Australian Meat Processing Training Package* qualifications. The CD includes Answer Tools for trainers and recording sheets for trainee files to help identify what support will be required by the trainee. This resource was funded under the Workplace English Language and Literacy (WELL) program by the Australian Government, Department of Industry, Innovation, Climate Change, Science Research and Tertiary Education.

The skills checks should not be given to trainees as a test. Nor should they be used if the answers do not provide any advice to trainers. Do not give the skills check to the trainee just to put the results in the trainee's file.

This skills check is designed to get an indication of a trainee's language, literacy and numeracy skills on commencement of training.

Skills checks do not give an indication of whether a trainee is likely to succeed or fail in training or in their work. They are only expected to provide some advice to trainers on where the trainee might need additional support in their training in terms of language, literacy and numeracy

Training support materials for AMPX431 - Oversee meat processing establishment's Halal compliance

What regulations and standards relate to the Halal slaughter of animals?

All abattoirs in Australia must comply with Australian Standard AS 4696:2007 Hygienic Production and Transportation of Meat and Meat Products for Human Consumption. Australian Standard AS 4696:2007 Hygienic Production and Transportation of Meat and Meat Products for Human Consumption.

The objective of this Standard is to ensure that the meat produced is wholesome and fit for human consumption. The Standard sets out minimum requirements for:

* animal welfare
* hygiene
* meat inspection
* slaughtering
* boning
* packaging
* chilling and freezing
* buildings and equipment
* transport of meat.

Export meat processing establishments may have further requirements of the importing countries as well as the *Export Control (Meat and Meat Product) Rules 2021*.

Abattoirs producing Halal product will also have to meet the requirements of the relevant Approved Islamic Organisation that will certify the Establishment’s product as Halal.

In addition, there are a range of specific regulations or requirements in relation to the restraint, stunning and sticking operations that are applicable to Halal slaughter.

The *Australian Standard AS 4696 :2007 for the hygienic production and transportation of meat and meat products for human consumption* states the minimum standards that must be met for the handling and slaughtering of animals at abattoirs. Specifically, the standard requires:

*7.9 Animals are slaughtered in a way that prevents unnecessary injury, pain and suffering to them and causes them the least practicable disturbance.*

*7.10 Before sticking commences animals are stunned in a way that ensures that the animals are unconscious and insensible to pain before sticking occurs and do not regain consciousness or sensibility before dying.*

*7.11 Before stunning commences animals are restrained in a way that ensures that stunning is effective.*

 In addition, the Australian meat industry has developed the AMIC *Industry Animal Welfare Standard for Livestock Processing Establishments Preparing Meat for Human Consumption* *(Edition 3)*. This voluntary Standard captures both the legal requirements and best practice animal welfare procedures for meat processing plants in Australia. The requirements of this Standard are incorporated into the Approved Arrangements (QA programs) of the participating abattoirs.

Export meat processing establishments must comply with the Export Control (Meat and Meat Product) Rules 2021. And depending on the markets it services, other regulations that may have to be met include specific importing country requirements.

The requirements of the relevant legislation and Standards from the list above will have been included in the workplace's procedures.

There are three factors involved in humane slaughter:

* animal factors
* facilities and equipment factors
* human factors.

All of these factors are taken into account when developing standard operating procedures and work instructions for the slaughter process. That is, the facilities should be designed to complement normal animal behaviour, reduce stress and assist properly trained personnel to do their job easily and efficiently.

What is an Approved Islamic Organisation?

Approved Islamic Organisation (AIO)is an Islamic organisation that is approved by the Commonwealth Department of Agriculture to supervise the production and certification of Halal meat for export. The list of AIOs is maintained and published periodically by DAWE.

What are the responsibilities of an Approved Islamic Organisation?

The Approved Islamic Organisation is responsible for the auditing, implementation and ongoing verification of the Halal components of the Approved Arrangement and in particular the monitoring of the stunning, slaughter and segregation processes at an establishment to ensure they comply with the customer Halal requirements so they can certify a product as Halal.

The Halal Certificate produced is a government certificate and includes certification of Halal meat by an Approved Islamic Organisation as well as by the Commonwealth Department of Agriculture.

The AIO is responsible for registering and overseeing Islamic slaughterman and trainee slaughterman. AUSMEAT hold the register of Islamic Slaughtermen.

The AIO is responsible for delivering training to staff as required and assessing the Islamic slaughterman’s religious competency.

The AIO will also inform the establishment’s relevant staff of the Halal requirements of importing countries and specific customers and the processing requirements.

The AIO conduct compliance audits of the Halal components of an export establishment’s Approved Arrangement at the frequency required by the markets being accessed.

The AIO is required to be present during overseas delegation inspections at the abattoir or visits to the AIO premises as required by the establishment or the reviewer.

What is a Halal Approved Arrangement?

The system of Halal slaughter, monitoring, auditing and certification is documented in the AIO’s Approved Arrangement. The AIO monitors and internally audits against this Approved Arrangement.

This AIO’s Approved Arrangement includes processes for addressing non-compliances that are detected during monitoring and auditing of Halal practices at the plant.

What monitoring of its own Approved Arrangement is undertaken by an Approved Islamic Organisation?

Managers and supervisors from the AIO will monitor the Halal arrangements in an Establishment.

How do AIO’s research the market and specific customer requirements?

The AIO can research market requirements by checking MiCOR on the Department’s website to check specific documented requirements.

What are the Australian Halal requirements for a meat processing establishment?

In order that an export establishment can produce Halal product its Approved Arrangement must address the Halal production of meat in a Halal Program. Halal meat must be identified with an official Halal stamp on the carcase and any packaging.

All establishments wishing to produce Halal meat for export must address each of the following items within their AA:

* Nominate the ‘responsible company officials’ who will ensure Halal processes are adhered to
* The Halal animal species to be processed e.g. cattle, sheep goats, camels
* The Halal processes, procedures and equipment used for stunning, slaughter, boning and offal processing to ensure product meets the Halal requirements of customers and market access
* Segregation arrangements for Halal product
* Halal meat must be identified with an official Halal stamp on the carcase and any packaging
	+ See section on Halal segregation as to when and how this is to occur.
* Nomination of the AIO to be responsible for certifying the Halal product
* Arrangements to ensure the RFP supports the generation of accurate Health Certificates and Halal Certificates
* Facilities to be provided for Halal slaughter
* Suitable facilities may need to be provided to allow the Muslem employees involved in the Halal program to pray.
* Product identification and control of official marks
* No changes to the Halal program without the approval of the AIO.

What are the enterprise personal hygiene requirements to prepare for work?

Each company has hygiene requirements which are documented in the Approved Arrangement. They include Standard Operating Procedures for personal hygiene that include

* lockers
* clothing
* eating and smoking
* boot washing and hand washing
* equipment and knife kit sterilising and cleaning.

Stunning and slaughter are covered by work instructions, and these describe the specific requirements for each task.

What regulations and standards relate to the restraint and stunning of animals?

There are a range of regulations or requirements in relation to the restraint, stunning and sticking operations.

The *Australian Standard for the hygienic production and transportation of meat and meat products for human consumption* states the minimum standards that must be met. This publication outlines the minimum requirements for the handling and slaughtering of animals at abattoirs.

In addition, the Australian meat industry has developed the AMIC *Industry Animal Welfare Standard for Livestock Processing Establishments Preparing Meat for Human Consumption*.

This Standard captures both the legal requirements and best practice animal welfare procedures for meat processing plants in Australia. The Standard has been incorporated into the Approved Arrangements (QA programs) in processing plants that are signed up to these.

Depending on the location of the abattoir and the markets it services, other regulations that may have to be met include:

* the Export Control (Meat and Meat Product) Rules 2021 if the abattoir is an export registered plant
* the AS4696:2007 *Australian Standard for the Construction of Premises Processing Meat for Human Consumption*
* *Industry Animal Welfare Standard for Livestock Processing Establishments*
* *Preparing Meat for Human Consumption (Edition 3).*

The requirements of the relevant legislation and Standards from the list above will have been included in your workplace's procedures.

Domestic plants are also subject to State legislation:

* the relevant State Acts related to animal welfare at abattoirs include:
	+ Tasmanian Animal Welfare Act 1993
	+ Queensland Animal Protection Act 1993
	+ Western Australian Prevention of Cruelty to Animals Act 1920
	+ New South Wales Prevention of Cruelty to Animals Act 1997
	+ South Australian Prevention of Cruelty to Animals Act 1985
	+ Victorian Prevention of Cruelty to Animals Act 1960
	+ Northern Territory Prevention of Cruelty to Animals Act 1996

There are three factors involved in humane slaughter:

* animal factors
* facilities and equipment factors
* human factors.

All of these factors are taken into account when developing standard operating procedures and work instructions for the slaughter process. That is, the facilities should be designed to complement normal animal behaviour, reduce stress and assist properly trained personnel to do their job easily and efficiently.

Why is animal welfare important for Halal slaughter?

Islam views all living creatures including animals and birds as Allah’s creations and are worthy for consideration and deserve respect. Islam requires that its followers treat animals with compassion and to not abuse them.

All red meat establishments slaughtering for human consumption in Australia mut comply with the requirements of the Australian Standard 4696 (Standard for the hygienic production and transportation of meat and meat products for human consumption). This Standard requires establishments to slaughter animals in a way that prevents unnecessary pain, injury and suffering and causes them the least possible disturbance.

Before slaughtering commences the Standard requires the animal should be:

* restrained to ensure the stunning is effective
* stunned so that the animals are unconscious and insensible to pain before sticking occurs
* remain unconscious and insensible before dying.

In addition, almost all red meat export establishments voluntarily comply with the *AMIC Industry Animal Welfare Standard for Livestock Processing Establishments Preparing Meat for Human Consumption.*  This Standard also requires restraint before stunning and stunning before sticking. It is important to remember that the over-riding responsibility of management and their employees for animal welfare takes precedence over any other aspect of the slaughtering process.

What are the conditions required for Halal slaughter?

Halal stunning is a stunning method that is accepted, to certify product as Halal. Halal stunning is considered reversible. The animal must die from the loss of blood after being slaughtered by a registered Islamic slaughterman.

The Halal stunning method for goat, sheep and lambs is head only electric stunning. Halal slaughter for goats and sheep involves the use of the transverse stick. This is when the Halal slaughter person draws a sharp knife **across** the throat, i.e. the cut transverses the throat.

The approved Halal stunning methods for cattle include electric head only stunning and percussive stunning. Halal slaughter for cattle involves the use of the transverse stick. This is when the Halal slaughter person draws a sharp knife **across** the throat, i.e. the cut transverses the throat. This transverse stick is followed by a thoracic stick to ensure that the beast does not regain consciousness before the animal dies of blood loss.

Halal slaughter can only be performed by authorised Muslim slaughtermen and they must comply with the procedure for Halal products as documented in the AIO’s Approved Arrangement.

It is the competent Islamic slaughterman’s responsibility for identifying Halal or non-Halal carcasses in accordance with the procedures that are spelt out in the AIO’s and approved within the arrangement.

In instances such as ‘emergency kill’ where non-reversible stunning methods (eg penetrative captive bolt or gun) are used, the carcass must be identified as non-Halal.

Why do we restrain animals before stunning and sticking?

Animals are restrained prior to stunning to ensure that:

* an effective and humane stun can be achieved
* product quality is maintained
* relevant state and national regulations and workplace procedures are met
* the risk of injury to workers will be reduced.

The restraint of animals enables the operator to accurately and effectively place the stunning equipment on the animal’s head. Accurate placement is essential if the stunning is going to be effective.

Why do we stun animals before sticking?

Halal compliant stunning should result in making the animal unconscious and insensible but must not kill the animal. Death must be caused by the bleeding process.

When an animal is stunned, it is rendered unconscious and insensible to the pain of the slaughter process. This is to ensure that the pain inflicted on animals is minimised, and the requirements of the Australian Standard, *Industry Animal Welfare Standards – livestock processing establishments preparing meat for human consumption (*Third *Edition, Codes of Practice* and relevant legislation are met.

Stunning animals reduces the risk of injury to workers. Stunning also minimises stress on animals at the point of slaughter. This aids in maximising meat quality. The stunning of animals prior to slaughter is normally a mandatory requirement. However, in limited circumstances, sticking without prior stunning may be approved by the regulator.

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| E | What equipment can be used to Halal stun animals? |

A range of equipment can be used to stun animals. The type of equipment used at each site will depend on the type and size of stock or species being processed.

It is important that the correct workplace procedures for using the stunning equipment at your site are followed.

There are two main types of equipment used for stunning for Halal slaughter:

* percussive (mushroom head)
* electric stunners head only.

How is a percussive stunner operated?

Effective percussive stunning depends on five factors:

1. accurate positioning of the equipment
2. well trained operators
3. use of the correct strength of cartridge/air pressure
4. the velocity of the percussive head
5. proper maintenance and daily cleaning of the equipment.

The main cause of improper percussive stunning is incorrect positioning of the equipment. This is often due to the animal moving its head at the last moment so that the percussive stunner is not in the correct spot when fired. To overcome this problem, operatives must be adequately trained, and the knocking box must be constructed so as to:

* prevent substantial movement of the animal forward, backwards and sideways
* restrict movement of the animal's head
* allow release of the head as soon as it has been stunned
* allow unimpeded access to the forehead of the animal by the person doing the stunning.

The use of the correct strength of cartridge is vital for proper stunning and the manufacturer’s specific instructions should be followed at all times.

The explosive materials used in the cartridge powered percussive stunners will cause residues that reduce the performance of the device and will, if not regularly removed, result in failed stuns and excessive wear of the equipment. So, daily cleaning of the equipment is vital for proper use.

Pneumatic powered stunners also have maintenance schedules that must be strictly adhered to.

If all these elements are addressed, stunning should be routinely effective.

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| WI | How do you achieve an effective stun? |

The stunning operations at each site will be governed by the site workplace procedures. These workplace procedures and policies will depend on the species and category of stock being processed.

To achieve an effective stun, workers need to have an understanding of the stunning process and be trained in the correct use of the stunning equipment.

Beef

After being loaded into a knocking box or restrainer, cattle are stunned by applying the appropriate percussive stunner to the head in what is known as the ‘frontal position’ which is the yellow spot on the photo below. This position is determined by the point where two imaginary lines, drawn from the eyes to the base of the opposite horns or poll, cross over and meet at the red spot. When using a percussive stunner, it should be positioned slightly above (about 2cm) where the two lines meet on the yellow spot.

****

Position for a percussive stunner (yellow dot)

© L. Hewitt

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| WI | What are the signs of an effective percussive stun? |
|  |  |  |

The AMIC Industry Animal Welfare Standard for Livestock Processing Establishments Preparing Meat for Human Consumption (Third Edition) has an implementation guide and this sets out the following as signs of an effective percussive stun:

* Immediately after stunning the animal should collapse and uncoordinated kicking may follow
* No rhythmic breathing
* No reaction to a painful stimulus
* Hangs straight down when shackled with no righting action
* No spontaneous blinking, eyes open, blank stare, no response to touch
* Nystagmus (vibrating eye) is absent.

Most abattoirs have a formal monitoring program of the stunning operation on the basis of:

* ‘Corneal reflex’– straight after stunning and at sticking
* while shackled – absence of righting reflex
* absence of rhythmic breathing
* rate of stunning to be at a level that maintains chain speed but does not allow excessive build-up of bodies in the stun/stick area
* accuracy of stun by examination of skulls for correct placement of bolt
* number of animals requiring re-stunning
* stun/stick interval meeting regulatory requirements.

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| WI | What are the signs of an effective electrical stun? |

There are two ways to determine whether the stunning practice is effective.

“*At stun, the animal should collapse and become rigid with legs flexed immediately after the start of the current flow. Overall rigidity generally lasts for 10-20 seconds, and it is best to stick the animal when in this phase, before any kicking might occur. If the animal shows any sign of kicking or paddling movements as soon as the current is stopped, then the animal has not been effectively stunned*” (Animal Welfare Standards Background Notes).

This rigid stage is called a ‘tonic stage”’ and is followed by a ‘clonic stage’ where kicking and paddling movements occur, normally lasting for between 15 and 45 seconds. The presence of the tonic, followed by the clonic stage indicates that the stun has been successful. Following these two phases, a quiet phase sets in, where the animal is quite still before the first signs of recovery will appear.

The second and equally important way to check the effectiveness of the stun is to test and monitor the efficiency of the stunning equipment. This should be done according to the relevant workplace procedure.

If the animal shows any sign of kicking or paddling movements as soon as the current is stopped, then the animal has not been effectively stunned. Equally, if the animal does not develop at least some kicking or paddling movement (clonic stage following the tonic stage) it is likely that the animal has only been paralysed rather than stunned. This is caused by the application of the stunner too far back on the neck (more than 3cm behind the line between the ears in small stock).

Eye reflexes or movements cannot be used at this stage to assess the effectiveness of the stun because eye movements are part of the epileptic fit.

What if the stun is not effective?

If the initial stun is not fully effective, then a number of actions have to be taken. These will be described in the work instructions.

The Halal sticker’s initial action will be to re-stun the animal. The supervisor should then be informed, the carcase tagged and segregated from Halal product if the follow up stun used is a penetrating bolt gun.

If ineffective stunning becomes a recurring or consistent problem, then it is important to:

* report this to the supervisor
* check the voltage/charges/air pressure being used
* check the placement of the stunner
* check the routine maintenance of the stunner.

In most plants, stunning is monitored daily to ensure:

* that the animals are being stunned effectively first time
* that stunning is correctly paced with production
* that the stun/stick intervals are observed
* that excessive numbers do not build up in the stun/stick areas
* the use of incorrect voltages, cartridges, air pressure or gas levels or the incorrect placement of stunning equipment.

In the case of an equipment failure an alternative stunning device must be available for immediate re-stun.

What are the responsibilities of an Authorised Muslim Slaughtermen?

Halal slaughtermen have to follow the establishment’s hygiene SOPs and WHS requirements and the AIO’s Approved Arrangement when performing Halal slaughter.

Bleeding sheep

**Before any cut is made, the operator must check for an effective stun**.

The signs of an effective stun were discussed earlier in the training materials for the Unit of Competency AMPA3015 Perform Animal Slaughter in accordance with Halal certification requirements.

The sheep must be laid on its left side and positioned according to the Approved Arrangement.

The transverse stick is when the Halal slaughter person draws a sharp knife **across** the throat, i.e. the cut transverses the throat. The animal must be slaughtered in such a way that the major blood vessels of the neck are quickly cut to hasten the bleeding and the death of the animal. The head must remain on the body and the bleeding should be spontaneous and complete.

The throat should be severed with a single cut and the knife should not be lifted.

The name of Allah should be mentioned over the animal. The AIO has the responsibility to train the slaughterman initially and monitor ongoing compliance.

The cut must not be made lower down the neck after reversible head only electrical stunning. This is because when the cut is made lower down the neck, the arteries could retract into the neck wound and clot. If this happens, the process of bleeding is slower. The bleed should be spontaneous and complete.

The neck should not be broken as it is not permissible for Halal slaughter.



Halal slaughter of sheep

© Wodonga Institute of TAFE

Bleeding cattle

The Halal slaughter of cattle requires a transverse cut after the beast has been checked for an effective percussive or electrical stun. The cut involves a deep transverse cut immediately behind the jaw. The cut should sever all the major blood vessels. The cut should be made in a single stroke and the knife should not be lifted. The bleeding should be spontaneous and complete.

The name of Allah should be mentioned over the animal. The AIO has the responsibility to train the slaughterman initially and monitor ongoing compliance. As with sheep, the cut on cattle must not be made lower down the neck after percussive stunning or head only electrical stunning. This is because when the cut is made lower down the neck, the arteries could retract into the neck wound and clot. If this happens, the process of bleeding is slower.

This is a particular problem in cattle where blood flows through the vertebral arteries at the back of the neck and this flow will increase if the neck wound clots. These vertebral arteries will provide an alternative source of blood to the brain. If this happens, cattle may recover sensibility. To ensure this does not happen in cattle the transverse cut is usually followed by a thoracic stick.

The weasand may be rodded, and a clip applied to the weasand, or an oesophageal plug inserted. This stops the carcase becoming contaminated with ingesta.

Thoracic stick

Thoracic sticking involves making an incision or cut into the thoracic inlet. This severs the major blood vessels just in front of the heart (bracio-cephalic trunk where it comes off the aorta). The maximum blood flow is achieved by using a sharp knife and, after the initial stab incision, curving the knife downward and across the thoracic inlet. This major artery has no muscular layer so it cannot constrict.

This method of sticking cattle/calves ensures that the major trunk vessels are cut closer to the heart. These vessels supply blood to the head, neck and forelegs. This stops the blood flow to the brain via the vertebral artery, preventing the animal from regaining consciousness.



Sticking cattle

© MINTRAC

Thoracic sticking may require a longer than normal sticking knife to sever the blood vessels close to the heart.

Halal slaughtermen also have the responsibility of identifying any non-halal animals or carcases. These should be tagged, marked or branded according to the AIO’s Approved Arrangement.

What supervision and training of Authorised Muslim Slaughtermen should be undertaken?

The AIO is responsible for the training and ongoing assessment of the religious competence of the Halal Slaughterer.

Establishments should, in consultation with their AIO, ensure non-religious training and development programs are available for all employees engaged in Halal slaughter and processing. This will include hygiene and sanitation, WHS, stunning and animal welfare training. Establishments will ensure induction and familiarisation programs are undertaken by all employees ensuring they are informed about Halal issues.

Each establishment, in consultation with their AIO, should ensure satisfactory facilities are provided for the Muslim slaughtermen to conduct their daily religious activities.

What training can be provided to Halal slaughterers?

The AIO is responsible for the training and ongoing assessment of Muslim slaughtermen in religious slaughter and how to maintain records. In addition to the religious training the slaughterman must also understand and be assessed against the the Halal procedures documented within the approved arrangement of the establishment where they work.

Once a Muslim slaughterman is deemed competent by the AIO, an application for his registration will be forwarded to Aus-Meat.

Halal slaughterers can be trained in the context of in-house or accredited training.

In-house training is delivered by establishment or AIO staff. In-house training in an export establishment must be:

* documented
* involve a record of training
* a formal assessment of the operator’s competency.

Records of this training must be kept so they can be audited by the Commonwealth Department of Agriculture or importing country reviewers or customers.

Trainers providing this training can utilise the structure/content of the accredited training as well as the MINTRAC training and assessment materials.

However, it should be noted that establishments exporting to the European Union are required to provide accredited training for those stunning, bleeding and shackling livestock. Likewise, all meat processing establishments in New South Wales must also provide accredited training to these operators.

Accredited training involves training in specific Units of competency and assessment by a Registered Training Organisation. The Unit AMPA3015 Perform animal slaughter in accordance with Halal certification requirements covers accredited training for both Halal stunning and slaughter. MINTRAC can supply training materials to support the delivery of this Unit.

How should Halal product be identified?

It is the responsibility of the Halal slaughterman to identify carcases that are not Halal by following the relevant procedures in the Approved Arrangement. For instance, if an animal is an ‘emergency kill’ where non-reversible stunning methods are used (eg penetrative captive bolt or gun), the carcase must be identified as non-Halal.

Halal stamps used to identify Halal product are official government stamps and so are controlled and accountable items. These stamps must be used according to the procedures documented in the Approved Arrangement.

The Halal stamp must be applied to the halal meat, carcase tag and/or carton label before the product is removed from the registered establishment at which the animal was slaughtered, or the meat was packaged.

The Approved Arrangement may allow Halal eligible meat to not be positively identified but only where non-Halal products are clearly identified as not being eligible (see segregation requirements).

Where the product complies a Halal certificate can be issued. Only one official Halal certificate can be issued for each lot or consignment, and meat in the consignment must have a legible impression of an official Halal stamp applied to the meat, to tags attached to the carcases, and/or to labels on carton end panels.

The rules do not require that the Halal mark is defaced at the point of loading if the product is going to a market that doesn’t require a Halal certificate.

Since the introduction of EXDOC electronic Halal Certificates have been raised. The AIO must endorse and sign the printed copy once satisfied that the goods comply with the Halal procedures within the AA.

The AIO is required to Keep copies of fully completed Halal certificates for a minimum of two years. They may be requested by the Department or overseas reviewers from importing countries or specific customer audits.

The AIO must review and amend their AA as necessary to ensure that procedures for the raising and completion of Halal certificates are consistent with Department and Importing country requirements.

What are the segregation requirements for Halal product?

The establishment mut satisfy the AIO that the establishment’s procedures ensure segregation of Halal from both non-Halal and haram.

The establishment’s Approved Arrangement must cover all areas of processing and explain how Halal product will be stored and segregated. This will involve segregation of non-Halal carcases and packaged meat products. Non-Halal product will include:

* Emergency kill (captive bolt stunned or shot)
* Animals that the authorised Muslim slaughterman/ supervisor determines are non-Halal for religious reasons, such as:
	+ Contamination with a non-Halal product
	+ non-bleeder
	+ neck severed
	+ knife lifted whilst cutting
	+ died before slaughter

It is preferable that Halal production is completed and segregated before non-Halal production commences. Individual AIOs may approve other arrangements (with approved clean down procedures) in an establishment’s AA as they consider appropriate.

All establishments must put in place a comprehensive identification system that is fully documented in the AA and that clearly demonstrates effective separation between Halal and non-Halal.

Similarly, an AIO must be satisfied with the Establishment’s arrangements for the segregation of Halal and haram products.

What are the establishment's Halal markets?

To be customised for each plant.

What are the specific Halal importing country requirements?

To be customised for each plant.

What records need to be kept by Approved Islamic Organisation?

AIOs are required by DAWE to maintain relevant records. These include details of:

* the authorised Muslim slaughtermen
* training and assessment of trainee slaughtermen
* Halal certificates issued
* product transfer certificates.
* audit reports

These records must be readily available for presentation to the Department or importing countries when required, and should include, but are not limited to

* records of audit reports
* security systems relating to documentation (eg health certificates, product transfers)
* appointment of relevant persons and Halal slaughtermen
* details of importing country requirements
* slaughtermen identification.

How should an AIO assess an export meat processing establishment's compliance with Halal requirements?

AIOs are required to assess the establishment’s compliance against the relevant Halal standard, importing country and customer Halal requirements. The AIO will also verify the implementation of those aspects of the establishment’s Approved Arrangement as they relate to Halal requirements.

In general, these we will include:

* receival of animals
* slaughterer registration
* stunning procedures
* monitoring of stunning
* slaughtering procedures
* cleaning between Halal and non-Halal production
* Halal identification
* segregation of non-Halal product
* product transfer
* documentation and records
* control of stamps and certificates.

What auditing and review of an Establishment’s Halal Approved Arrangements are an A I O required to undertake?

The Approved Arrangement for an AIO must include provision for the following:

* audit supervised establishments regularly: that is at least every 3 months for slaughtering establishments, and at least every 6 months for non-slaughtering establishments (eg independent boning rooms, further processing establishments, cold stores) and freight forwarders
* notify the Department of critical non-conformances found during audits
* participate in importing country reviews where required.

The AIO’s AA will include provision for assessing an establishment’s conformance with Halal procedures on a regular basis to ensure they meet the importing country and customer requirements. These audits need to be formal, documented and rigorous.

The AIO will verify the implementation of those aspects of the establishment’s Approved Arrangement as they relate to Halal requirements. In general, these will include:

* receival of animals
* slaughterer registration
* stunning procedures
* monitoring of stunning
* slaughtering procedures
* cleaning between Halal and non-Halal production
* Halal identification
* segregation of non-Halal product
* product transfer
* documentation and records
* control of stamps and certificates.

How do AIOs ensure that an export establishment’s Approved Arrangement remains current?

The AIO must in its own Approved Arrangement provide for the regular review of any relevant Halal Standard, importing and country requirements to identify any changes that will impact on an export establishment’s compliance. This will include among other actions a regular review of the Department of Agriculture’s MiCOR.

This will enable the AIO to advise the export establishments of the updates required in the processor’s own Approved Arrangement.

Bibliography

These publications were used to develop this training material.

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*Export Control (Meat and Meat Product) Rules 2021*

Standing Committee on Agricultural and Resource Management, *Australian Code of Practice for the Welfare of Animals at Abattoirs: No 10*, 1998, CSIRO Publishing, Collingwood

Assessment materials for AMPX431 - Oversee meat processing establishment's Halal compliance

Selecting and briefing Workplace Referees

Evidence is often collected by the assessor. However, other people (third parties)—such as supervisors, trainers, team members, clients or consumers—can report what they see or hear to the assessor. Evidence collected in this manner is called ‘third party evidence’.

Involving a Workplace Referee in the collection of evidence allows assessors to gather authentic and valid evidence in difficult circumstances in a cost-effective way.

In the meat industry it is common to use Workplace Referees for evidence-gathering in cases where workplace evidence is required, but where it is not possible for the assessor to directly observe the learner at work. For example, in cases where:

* the presence of an observer may compromise workplace safety, or
* where work activities involve issues of student confidentiality and privacy.

The use of third-party evidence is also a valuable strategy for collecting evidence of ‘everyday performance’ rather than performance carried out as part of the formal assessment process. It also attests to the student ability to conform to requirements over a period of time

If an agreement has been reached with a Workplace Referee to collect evidence to complement other evidence gathered by the assessor, it is still the role of the assessor to make the judgement about whether competency has been achieved. Remember that the workplace referee needs to be inducted and briefed about the role.

What to consider when using a Workplace Referee[[1]](#footnote-1)

The RTO should first determine that it is appropriate to involve a Workplace Referee in the collection of evidence.

The RTO must then ensure its assessment processes lead to the collection of quality evidence.

The RTO must provide sufficient guidance to both assessors and the Workplace Referee by addressing the following requirements.

* Provide assessors with comprehensive guidance about how to select the best Workplace Referee: the appropriate person to observe or report on the performance of the learner is someone who is in a position to make a valid comment on the learner’s performance, for example, a line manager.
* Provide quality materials for collecting evidence: these materials must seek/solicit/allow for feedback that is directly related to the relevant unit(s) of competency on the learner’s performance.
* Provide Workplace Referees with comprehensive information about their role in the evidence-gathering process: this includes providing clear guidance and instruction on when, how, how often and over what period of time the evidence is to be collected. The materials must explain the form in which the evidence is to be collected—for example, a structured third-party report or an observation checklist that clearly identifies what was observed or performed.
* Obtain confirmation that the Workplace Referee understands their role in the process: this should include confirmation that the Workplace Referee has agreed to participate in the evidence gathering process and that they understand when and how to collect evidence.
* ‘Interpret’ training package information to be relevant to the Workplace Referee: Training package Units of Competency describe work outcomes. Each of these Units describes:
	+ a specific work activity
	+ the conditions under which this work activity is conducted, and
	+ the evidence that may be gathered in order to determine whether the activity is being performed in a competent manner.

Training package information is written to guide assessors in making competency judgements, and the language is sometimes complex. Therefore, the behaviours and/or knowledge that the Workplace Referee is being asked to collect evidence of must be ‘interpreted’.

The ‘interpreted’ information should describe how a competent worker would perform the task described by the unit. This may include describing how a competent worker might meet standards in effect in the workplace (for example, standards relating to the speed or amount of work to be undertaken or other quality measures).

* Set requirements for assessors in confirming the authenticity and currency of evidence provided by a candidate: That is, setting requirements for assessors to confirm that evidence is the candidate’s own work.

Recording assessment information

Notations

If using a checklist, it is recommended that the assessors make notations to record aspects of the assessment such as:

* date, time and location
* context – e.g. product, species, production speed
* notes about specific performance of the trainee – areas of skill; errors; confidence
* notes from the trainee’s answers to questions.

Photos

Photographs can be a useful visual record of an assessment. When using photographs, consider the following:

* the trainee must give permission to be photographed
* if the location is identifiable, then it is appropriate also to seek permission from the enterprise
* ensure the trainee is identifiable
* photograph the final product as well as aspects of the process – as relevant to the Unit
* dating and recording the photograph.

Recordings

Live recordings can also be a useful form of evidence. When using live recordings consider:

* the trainee must give permission to be recorded
* if the location is identifiable, then it is appropriate also to seek permission from the enterprise
* the safety and location of the person filming
* dating and recording the film
* storage and security of the film.

Addressing the Language, Literacy and Numeracy (LLN) requirements of this unit

Language, literacy and numeracy requirements will require the candidate to:

* correctly use measuring equipment for voltage and/or gas levels, as applicable
* report equipment faults according to workplace requirements
* work effectively as an individual and as part of a team.

Reasonable adjustment

‘Reasonable adjustment’ is a term used in the education, employment and VET sectors to refer to any modification made to the learning environment, certification requirements, training delivery or assessment method used to help students with disability to access and participate in education and training on the same basis as those without disability.

RTOs are obliged by law to make reasonable adjustment to ensure maximum participation of students with disability in teaching, learning and assessment activities. This includes:

* ensuring that course activities are sufficiently flexible
* providing additional support where necessary
* offering a reasonable substitute within the context of the course where a student cannot participate.

Numerous resources on reasonable adjustment, published by State Governments, are available and RTOs are urged to access these resources if in doubt of their obligations.

The MINTRAC sample assessment tools

Key assessment requirements for this Unit of Competency

Assessors should note that in the transition from the MTM to the AMP versions of the *Australian Meat Processing Training Package*, significant changes have been made to the **Assessment Requirements** for this unit. They should ensure that they have downloaded a current version of the Assessment Requirements from [www.training.gov.au](http://www.training.gov.au) before commencing the assessment process.

The **Evidence Guide** and **Sample Assessment Tools** provided in these materials may have slight differences from the Assessment Requirements, and assessors should ensure that their customised Assessment Tools match the current version of the Assessment Requirements from [www.training.gov.au](http://www.training.gov.au).

Are the MINTRAC sample assessment tools ‘validated’?

No. The MINTRAC sample assessment tools are just ‘samples. While they will be a useful starting point in developing your own customised assessment tools, they should never be used without modification, and should be validated as part of your own RTO validation processes.

How to use the sample assessment tools

1. Customise them to the trainee's work situation

This is compulsory and customisation may include:

* adding or removing questions
* inserting relevant work instructions
* adjusting the language to suit the individual workplace
* adding sections for additional assessors to sign off
* adjusting the assessment task to suit the learning needs of individual learners.

2. Adjust and re-check the Evidence Guide

You will need to ensure that the Evidence Guide is updated to include any changes you have made to the assessment tools.

3. Use the assessment sheet

Remember:

* record your own comments as a record of the assessment situation
* collect the relevant signatures
* retain the completed assessment sheet as part of your assessment evidence.

The Evidence Guide

The Evidence Guide provides a means of ensuring that the selected assessment tasks collectively address the Unit of Competency and the Assessment requirements. The Evidence Guide provided in these tools has been checked against the sample assessment tools contained in this document. However, before using this Evidence Guide, Assessors must:

* make alterations to reflect any changes they have made to the assessment tools
* verify that the notations entered by MINTRAC are an accurate reflection of the assessment tasks.

|  |
| --- |
| Evidence guides  |
| Assessor: |
| Company/workplace: |
| Registered Training Organisation: |
| AMPX431 - Oversee meat processing establishment's Halal compliance |
|  | Workplace referee’s report | Test or quiz | Workplace assignment  |
| Elements and performance criteria |
| 1. Identify Halal requirements |
| 1.1 Research the Australian and specific market Halal requirements for a meat processing establishment to gain or maintain Halal approval | 1.1 | **X** | **X** | **X** |
| 1.2 Identify the establishment's markets, and the specific customer requirements for Halal processing | 1.2 | **X** |  | **X** |
| 1.3 Identify and document the requirements applicable to the meat processing establishment | **1.3** | **X** |  | **X** |
| 1.4 Communicate the Halal requirements to relevant Muslim and non-Muslim staff | **1.4** | **X** | **X** |  |
| Element 2: Assess establishment's compliance with Halal requirements |
| 2.1 Review current internal processes relevant to Halal processing, and assess compliance with identified requirements and the Approved Arrangement for initial approval or for retaining approval | **2.1** | **X** |  | **X** |
| 2.2 Develop and implement process for addressing identified gaps in compliance | **2.2** | **X** |  | **X** |
| 2.3 Assess and implement staff training requirements where required | 2.3 | **X** |  |  |
| 2.4 Test establishment's compliance with documented processes | 2.4 | **X** |  | **X** |
| Element 3: Maintain establishment's Halal compliance |
| 3.1 Develop systems for identifying changes to Halal processes that may impact the establishment | 3.1 | **X** | **X** |  |
| 3.2 Establish and implement processes for the timely review of documented processes against Halal requirements | 3.2 | **X** | **X** |  |
| 3.3 Incorporate the review and update process for Halal processing into the establishment's Quality Assurance program (Approved Arrangement) | 3.3 | **X** |  | **X** |
| Assessment requirements  |
| Performance evidence There must be evidence that the individual has contributed to the enterprise's approved Halal status on least one occasion by: |
| successfully gaining initial certification, or | PE 1 | X |  | X |
| satisfactorily retaining processing approvals after a customer, Approved Islamic Organisation, government jurisdiction or external audit. | PE 2 | **X** |  | **X** |
| The individual must have at least once: |
| documented an analysis of applicable Halal requirements | PE 3 | **X** |  | **X** |
| assessed, developed or updated internal policies and procedures and systems to meet Halal requirements. | PE 4 | **X** |  | **X** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Knowledge Evidence |  |  |  |  |
| An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of: |
| Halal certification, slaughtering and production processes, and their relationship with food safety and animal welfare | KE 1 | **X** | **X** | **X** |
| methods of accurately identifying customer requirements for Halal processing, including those stated in the meat industry Manual of Importing Country Requirements (MICoR) | KE 2 |  | **X** | **X** |
| Australian government (state and federal), religious and representative groups and their roles and responsibilities with respect to Halal processing requirements | KE 3 | **X** | **X** |  |
| applicable legislation, regulations, standards and codes of practice relating to Halal production | KE 4 |  | **X** | **X** |
| methods of maintaining currency of knowledge in order to ensure system compliance. | KE 5 |  | **X** |  |

Workplace referee's report

|  |
| --- |
| Trainee: |
| Assessor: |
| Company/workplace: |

|  |
| --- |
| AMPX431 - Oversee meat processing establishment's Halal compliance |
| Instructions to the Workplace Referee The Workplace Referee is an experienced supervisor or colleague of the trainee who is able to provide evidence about:* the trainee’s ability to carry out the tasks described in the Unit of Competency at the speed and to the level of proficiency expected in the workplace
* consistency of performance over time
* application of the Employability Skills, as described under ‘Required Skills and Knowledge’.

The Workplace Referee’s Report forms an essential part of the overall assessment of the Unit and should only be completed and signed when the Workplace Referee is confident that competency has been achieved. The Workplace Referee is encouraged to record notes and observations related to the assessment onto the recording sheet. |
| Information about the Workplace Referee (please print clearly)  |
| Name  |  |
| Job title |  |
| Contact number |  |
| Period of time when Trainee was observed by Workplace Referee |  |
| Evidence: | Map to E&PC | Referee’s comments: |
| Does the trainee consistently: |
| Identify the Australian Export rules for a meat processing establishment to gain or maintain Halal approval | PE 1.1KE 1KE 3 |  |
| Demonstrate an understanding of the slaughtering and production processes | KE 1 |  |
| Demonstrate an understanding of the animal welfare implications of the stunning and slaughtering processes  | KE 1 |  |
| Identify the establishment's markets, requirements for Halal processing | PE 1.2 |  |
| Identify the client establishment's specific customer requirements for Halal processing | PE 1.1PE 1.2 |  |
| Identify the specific market Halal requirements for a meat processing establishment to gain or maintain Halal approval | PE 1.1PE 1.2 |  |
| Document the requirements applicable to the meat processing establishment | PE 1.3 |  |
| Communicate the Halal requirements to relevant Muslim AIO staff  | PE 1.4 |  |
| Explain the Halal requirements to non-Muslim staff at the processing establishments | PE 1.4 |  |
| Identify current export meat processing Halal procedures and processes  | 2.1 |  |
| Identify the Halal requirements for an establishment’s Approved Arrangement  | 2.1KE 2 |  |
| Conduct and document the compliance of the establishment’s Approved Arrangement with the Halal requirements | 2.1KE.3KE.4KE.5 |  |
| Address any identified gaps in the Approved Arrangements compliance with Halal requirements | 2.2 |  |
| Identify staff training requirements  | 2.3 |  |
| Provide or implement staff training | 2.3 |  |
| review the establishment’s compliance with the Approved Arrangement | 2.4 |  |
| Has the trainee on at least one occasion: |
| Participated in a review that assisted in the enterprise to gain an initial approved Halal status ORretained their Halal processing approval after an external audit.  | PE 1 |  |
| Researched and documented an analysis of Halal requirements for an enterprise | PE 2 |  |
|  assessed, developed or updated internal policies and procedures and systems in an Approved Arrangement to meet Halal requirements | PE 3 |  |
| Referee comment and signature: | Date: |
| Trainee comment and signature:  | Date: |
| Assessor comment and signature: | Date:  |

 Workplace Assignment

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| --- |
| Trainee: |
| Assessor: |
| Company/workplace: |
| Registered Training Organisation: |

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| AMPX431 - Oversee meat processing establishment's Halal compliance |
| Guidance to assessorsIt is expected that when conducting this form of assessment will take steps to ensure that the work is that of the student This Assessment task below is only an example of that which can be set for candidate. When preparing an assignment for students the assessor will need to map the assessment tool against the performance criteria and elements as well as the performance and knowledge elements.   |

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| **Assessment Task** |
| The student will * identify the section of a processor’s Approved Arrangement that is relevant to its Halal approval to export to a specific market or customer
* the Halal requirements for this specific market
* review the processors Approved Arrangement’s compliance with these market requirements
* suggested modifications to the Approved Arrangement if gaps are identified.
 |
| **Details of assessment** |
| **Date and time:** |  |
| **Location:** |  |
| **Tasks observed:** |  |

|  |  |  |
| --- | --- | --- |
| The Assignment should provide evidence of: | Map to E&PC | Referee’s comments: |
| 1.1 Research the Australian and specific market Halal requirements for a meat processing establishment to gain or maintain Halal approval | 1.1 |  |
| 1.2 Identify the establishment's markets, and the specific customer requirements for Halal processing | 1.2 |  |
| 1.3 Identify and document the requirements applicable to the meat processing establishment | 1.3 |  |
| 2.1 Review current internal processes relevant to Halal processing, and assess compliance with identified requirements and the Approved Arrangement for initial approval or for retaining approval | 2.1 |  |
| 2.2 Develop and implement process for addressing identified gaps in compliance | 2.2 |  |
| 2.4 Test establishment's compliance with documented processes | 2.4 |  |
| The individual must have at least once documented an analysis of applicable Halal requirements | PE 1 |  |
|  The individual must have at least once assessed, developed or updated internal policies and procedures and systems to meet Halal requirements | PE 2 |  |
| Research the Australian and specific market Halal requirements for a meat processing establishment to gain or maintain Halal approval | PE 3 |  |
| methods of accurately identifying customer requirements for Halal processing, including those stated in the meat industry Manual of Importing Country Requirements (MICoR) | KE 2 |  |
|  |  |  |
| Referee comment and signature: | Date: |
| Trainee comment and signature:  | Date: |
| Assessor comment and signature: | Date:  |

Test or quiz

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| Trainee: |
| Assessor: |
| Company/workplace: |
| Registered Training Organisation: |

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| AMPX431 - Oversee meat processing establishment's Halal compliance |
| Information for assessors* The test or quiz can be conducted as either a written or oral assessment depending on the Unit requirements, and context and capability of the trainee.
* This sheet should ***never*** be provided to the trainee. Assessors should use the questions to make up their own test instruments.
* The sample questions need not be used for a single test – see the customisation suggestions earlier in this document for suggestions on how to modify the test.
 |
| Assessment requirements  |
| [insert and number knowledge evidence requirements] |
| Sample questions | Map to Assessment Requirements |
| 1. What is an Approved Islamic Organisation?
 | KE 1 |
| 1. What is an AIO’s role in certifying Halal Product?
 | KE 1 |
| 1. What is the role of the Commonwealth Department of Agriculture in Halal Certification in Australia?
 | KE 1 |
| 1. What is the role of AUS MEAT in the Halal certification process
 | KE 3 |
| 1. How are halal slaughterer’s registered?
 | KE 1 |
| 1. What are the halal requirements for stunning?
 | KE 1 |
| 1. How do you check for an effective stun and why?
 | KE 1 |
| 1. What do you do if the stun is ineffective?
 | KE 1 |
| 1. What are the halal requirements for bleeding?
 | KE 1 |
| 1. What stunning practices are non-Halal
 | KE 1 |
| 1. What bleeding practices are non-halal
 | KE 1 |
| 1. What makes a product non-Halal?
 | KE 4 |
| 1. What organisations have requirements that an export meat processing establishment must meet to be able to export Halal product?
 | KE 3 |
| 1. What are the consequences of an ineffective stun?
 | KE 1 |
| 1. How are animals bled to meet halal requirements?
 | KE 1 |
| 1. What are the stick/stun intervals and why are they important?
 | KE 1 |
| 1. What are oesophagus plugs used for?
 | KE 1 |
| 1. How are oesophagus plugs inserted?
 | KE 1 |
| 1. What is AS 4696 Australian standard for the hygienic production and transportation of meat and meat products for human consumption?
 | KE 4 |
| 1. What are the hazards to animal welfare at stunning?
 | KE 1 |
| 1. What are the hazards to animal welfare at slaughtering?
 | KE 4 |
| 1. Where can you find the customer requirements for Halal processing?
 | PE 3.1PE1.2 |
| 1. What is the meat industry Manual of Importing Country Requirements (MICoR)
 | PE 1.2PE 3.1 |
| 1. What is the role of religious representative groups with respect to Halal processing requirements?
 | PE 3.1 |
| 1. What are the applicable Export Rules relating to Halal production?
 | KE 3 |
| 1. How does an AIO respond to a change in the Halal requirements of an importing country?
 | PE 3.3 |
| 1. Go to MiCOR and detail the Halal requirements for a specific market?
 | PE 3.2 |

Answer sheet (for assessor use only)

**Note:** the suggested answers are provided as a guide only. It is not mandatory that every aspect of the suggested answer be covered by the trainee and the assessor should use their own judgement to determine whether the question has been sufficiently and accurately answered. Remember also, that trainees may propose answers that are different to what has been suggested here – again these should be considered on merit.

|  |  |
| --- | --- |
| **Question** | **Suggested answer** |
| 1. What is an Approved Islamic Organisation?
 |  |
| 1. What is an AIO’s role in certifying Halal Product?
 |  |
| 1. What is the role of the Commonwealth Department of Agriculture in Halal Certification in Australia?
 |  |
| 1. What is the role of AUS MEAT in the Halal certification process
 |  |
| 1. How are halal slaughterer’s registered?
 |  |
| 1. What are the halal requirements for stunning?
 |  |
| 1. How do you check for an effective stun?
 |  |
| 1. What do you do if the stun is ineffective?
 |  |
| 1. What are the halal requirements for bleeding?
 |  |
| 1. What stunning practices are non-Halal
 |  |
| 1. What bleeding practices are non-halal
 |  |
| 1. What makes a product non-Halal?
 |  |
| 1. Who should perform the stunning operation?
 |  |
| 1. What are the consequences of an ineffective stun?
 |  |
| 1. How are animals bled to meet halal requirements?
 |  |
| 1. What are the stick/stun intervals and why are they important?
 |  |
| 1. What are oesophagus plugs used for?
 |  |
| 1. How are oesophagus plugs inserted?
 |  |
| 1. What is AS 4696 Australian standard for the hygienic production and transportation of meat and meat products for human consumption?
 |  |
| 1. What are the hazards to animal welfare at stunning?
 |  |
| 1. What are the hazards to animal welfare at slaughtering?
 |  |
| 1. Where can you find the customer requirements for Halal processing?
 |  |
| 1. What is the meat industry Manual of Importing Country Requirements (MICoR)
 |  |
| 1. What is the role of religious representative groups with respect to Halal processing requirements?
 |  |
| 1. What are the applicable Export Rules relating to Halal production?
 |  |

Record of completed assessment

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| Trainee: |
| Assessor: |
| Company/workplace: |
| Registered Training Organisation: |

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| AMPX431 - Oversee meat processing establishment's Halal compliance |
| Elements and performance criteria | Assessor’s initials | Date |
| Element 1 |  |  |
| 1.1 |  |  |
| 1.2 |  |  |
| 1.3 |  |  |
| Element 2 |  |  |
| 2.1 |  |  |
| 2.2 |  |  |
| 2.3 |  |  |
| Element 3 |  |  |
| 3.1 |  |  |
| 3.2 |  |  |
| 3.3 |  |  |
| Assessment requirements  |  |  |
| Performance evidence  |  |  |
| Knowledge evidence  |  |  |
| Forms of evidence used to assess competence  |
|  |  |  |
|  |  |  |
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| Context of assessment (*if applicable)*  |
| Species: |  |  |
| Technique:  |  |  |
| SignaturesThis trainee has been assessed according to the requirements of the unit of competence identified above. Competence has been demonstrated.  |
| Trainee sign off: | Date: |
| Assessor sign off: | Date: |

1. The information contained in this section is based on an Australian Skills Quality Agency (ASQA) Fact Sheet: *Using third-party evidence to assess competence*. Version 1.0 February 2013 [↑](#footnote-ref-1)